

The Dixon Group

Moderator: Tanyanic Brown
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3:00 PM ET

Operator: Good day ladies and gentlemen and welcome to the Promoting Responsible Fatherhood Conference call sponsored by the Office of Family Assistance. At this time, all participants are in a listen only mode. Later we will conduct a question and answer session and instructions will follow at that time. If anyone should require assistance during the conference, please press "star" then "0" on your touch-tone telephone. As a reminder, this conference call is being recorded. I would now like to introduce your host for today's conference, here's Tanyanic Brown. Ma'am, you may begin.

Tanyanic Brown: Good afternoon and welcome to the conference call. We are first going to start with a welcome and introduction by Robin McDonald.

Robin McDonald: Thank you, Tanyanic, and we would also like to thank all of the folks over at Dixon Group for putting this call together. I understand that there are about 880 some odd callers on the line. So that's a feat in itself. Welcome to all of you who are participating in the call. I am Robin McDonald, a new director of the State and Territory TANF Management Office.

I also want to introduce briefly the call participants who are here in our offices in Washington: [Geneva Ware-Rice], who is a supervisory program specialist over the discretionary grants, with the Healthy Marriage and the Responsible Fatherhood. Terri Ames, who is a technical assistance programs specialist for TANF, and she is primarily responsible for the Responsible Fatherhood. [Tanya Gunn], also a technical assistance program specialist with TANF, and she does our Healthy Marriage. Also joining us here is Sylvia Johnson, who is the supervisor at the office of Grants Management, so she'll be addressing those fiscal questions that I know you all have.

And then at some point, we may bring in Lou Wolford, who is an attorney with our office of General Counsel here to go over some equal treatment and charitable choice regulation. I want to get to the purpose of the call. As you know, there are three Fatherhood program announcements out on the street. \$50 million was appropriated in the Deficit Reduction Act of 2005, and the goal was to promote Responsible Fatherhood Grants. That's the first one. That's the primary focus of today's call. But the other two—the first is National Capacity Building Initiative, which is a \$1 million grant to an organization with a National reach to provide capacity building services to community based organizations. And the other is Responsible Fatherhood Community Access Grant. That's \$7 million, and that's going to go to state agencies or other large organizations with

the capacities to support faith-based and community organizations that promote responsible fatherhood at the local level.

What we're going to do is walk through the Promoting Responsible Fatherhood program announcement, and that's to assist you in the application process because most of you are going to be applying for or interested at least in applying for that grant. And we'll give you a brief overview also of the other two initiatives later in the call. We also want to respond to your questions but keep in mind some of those questions are going to require some additional research, so we won't answer all of them on the call, but we will post them on our website after this call is posted.

The presentation will be in two parts. First is Program Access or the how to, and that's going to be about accessing the program announcement, if you haven't done so already. Hopefully, you'll have a copy of that in front of you. But things like accessing Grants.gov to get application materials, going over formatting, deadlines, etc., as well as the fiscal issues are going to be addressed in that first part. The second part is Program Content or what to focus on when writing your proposals. And that's going to include an overview of the five priority areas followed by a presentation on Equal Treatment and Charitable Choice Regulations should we have the attorney from Office of General Counsel join us.

Before we begin, I do want to make one correction. If you see on the first page of the program announcement in the Legislative Authority the public law number is incorrect. It should be Public Law or PL109-171 as opposed to 170, which is the [Patriot] Act and has nothing to do with responsible fatherhood.

The program background and purpose of the Responsible Fatherhood Grant program. To enable fathers to improve their relationships and reconnect with their children. To help fathers overcome obstacles to becoming effective nurturing parents, and to encourage responsible fatherhood within the context of marriage. Now within that program there are three authorized activities. The first is a healthy marriage. That's going to include marriage education, marriage preparatory, relationship skills building, counseling, etc. The next is responsible parenting, which has to do with parenting education—mentoring, counseling, mediation and other types of things. And finally, improving economic stability. That's the job search or training, and placement aspect.

There are five priority areas. The Multiple Activity Grants. There are two levels. The first level is \$3 million. Level 2 is \$7 million. And the Single Activity Grants, there are also two levels. Level 1 is \$13 million; Level 2, \$5 million. And for the incarcerated fathers and their partners is just one level, \$4 million. Now, you only have about 25 days to go before the filing deadline, which is July 3, so we're going to get right to it.

We'll begin with the Application Process Section and presentations.

Geneva
Ware-Rice:

Okay. Good afternoon again. This is Geneva Ware-Rice, and I'm going to go through just some generally information on the application first. This, hopefully, will be helpful to you in compiling and putting together and formatting your application. If you have not done so already, you need to print out the program announcement that you are going to be using for your application. It is very difficult to do—to read the program announcement online. So, after you print out your program announcement, the very first thing you want to do is to read it all the way through. It is so—many of them are thick and have many pages. There is a lot of government language involved. It can be tedious reading. But before you even attempt to respond to a priority area or to figure out if your

program fits, or pull together your collaborating theme, you should read it from cover to cover one time.

At that point, once you've done a reading of it and you have identified the priority areas that you're interested in you can then pull your team together. But before you even do that, what I'd like you to do is to highlight particular sections and information that you need to know. You should use a combination of highlighters, stickies, and note tabs. You want to highlight the due date—very important, due date and time of delivery. These are not receipts; they are due. You must submit the Responsible Fatherhood—the Promoting Responsible Fatherhood program announcement, as Robin said, is due on July 3 at 4:30 p.m. Eastern Time, exactly, Eastern Time. Be very cautious with that time because if you're going to use an overnight express company, while they guarantee same day delivery or next day delivery, they do make mistakes, and that mistake will cost you because we cannot accept your application. If your application is delivered at 4:31 p.m. Eastern Time, we will not accept it. Heartbreaking, and you've put a lot of work into it. So, be careful of that. The overnight express companies will apologize. They will send us letters saying that it was their fault. It will not matter, so be very aware of that.

In this program announcement and the other two that we're going to talk about, we did ask for Letters of Intent. Those Letters of Intent was just merely a feature that we were going to use to help us to estimate how many applications we might have received. The Letter of Intent for this program announcement was due on June 1, and many individuals did not get to send that in. That is okay. You still can, and we are encouraging you to still submit an application. If you would like to continue sending in a Letter of Intent for this program area, we will accept them until tomorrow, June 9. After June 9, please don't spend any more time trying to formulate a Letter of Intent. Put that energy into completing your application. Okay.

If you are applying for the National Fatherhood Capacity Building Initiative, those applications are due on July 14 at 4:30 p.m. Eastern Time. And if you are applying for and submitting an application under Promoting Responsible Fatherhood Community Access Program, those applications are due July 17 at 4:30 p.m. Eastern Standard Time. You must keep these dates separately. They are all different but you cannot submit for something that's due on July 3 by the 17th and think we're going to be able to review it. Each of the program areas has separate due dates and you must adhere to those. I encourage you to highlight them in the brightest color you can find.

Again, each of those other program announcements, Fatherhood Capacity Building as well as the Community Access, has a Letter of Intent date. We encourage you to continue to send those in. They're not until later in the month—not much later—a couple of days, and send them in if you can. The Letter of Intent is just your name, your organization and a couple of sentences about which priority area you believe you are going to apply under, and that is it. You send that via e-mail to the Operations Center with the Dixon Group, and that e-mail address is in the program announcement, but it is ofa@dixongroup.com

Now that we have the dates and time, what you also—now what you're going to do is pull apart this program announcement. There are many sections. You need to read all the sections but in preparing your application you will prepare them—parts of it in sections. You have the criterion area section but up front you have your purpose and your backgrounds. These are very important sections because you need to formulate your proposed project based on what we are asking you to do and what we're asking you to consider and the program purpose, the program scope. You also need to then highlight which priority area you believe you are going to submit an application for, and you'll get more information about those priority areas and some of the general content.

Once you have begun to work on your application and you've completed your draft and you're getting ready to put it together, you must pay strict attention to the application format section in your priority area in the program announcement. We are requesting that all program narrative be double-spaced with a 12 font. The application must not exceed 60 pages, and that is every page. That includes your 424, which is your budget sheet, your financial assistance application, and that includes all letters, references, charts, letters of support. Any piece of paper that you send in with this application will be counted. So, if you want to—if you are a very organized person, and you would like to separate your sections with dividers, don't do that because dividers are counted as pages. So, you want to put headings on the sheet, make sure that the sections are clearly marked, and go from there. If you are submitting references and visas, they can be very long—keep those references to one page. Submit the references only of the key personnel, not the secretary. That is very important, no question, but we don't need the resume. Okay.

When you are completing your application, you must also adhere to the margins and the fonts. If you submit more than 60 pages, we will review your application, but we will remove page 61 and beyond, and the reviewers, the peer reviewers, will not see that. So, if there is important information that sells your project in those pages, you will do yourself a disservice. So, keep it as concise as possible. If you have questions about that, of course, you can still contact the contact people within your program announcement.

Now, how do you order? What kind of order do you put this information in? As you can see, we have several criterion areas. The Objective—the first one you will see in your announcement is Approach. The reason Approach is first is because it has heavier weight. It has more points given to it out of the 100 in the other. And these criterion areas are listed based on how many points are given to them. But that is not necessarily the order you need to put your application together. We are asking you to use a format that is consistent with the reading—the general idea to the specific. What does that mean? If you are putting this together, you would start with Objective and Need for Assistance. Then, you would move to the Approach section, which explains how you're going to meet your objective and the need for assistance. After that, you would start with the Evaluation section. Evaluation would move into the Organization Profile. The last section would be your Budget and Budget Narrative section.

The front sheet should be your 424. I know in the announcement it says—in some of the areas it might say put your Abstract up front. Don't do that. Put the—the first page that we should see should be the 424 because that's how we identify your organization, that's how we identify which priority area you're applying for. Make sure somewhere on that front sheet especially and the sections of the 424 that you identify which priority area and the level that you are applying for. You can then place in your Abstract, your Table of Contents, and then go into your Objective and Need for Assistance and the Approach, Evaluation, Organizational Profile, and Budget and Budget Narrative.

With that, I am done. I will be here to answer questions later, but that's my presentation.

Robin

McDonald: We'll move now to Sylvia Johnson in the office of Grants Management.

Sylvia Johnson: Hi, I'm Sylvia Johnson. I'm the Grants Officer in the office of Grants Management. I just want to briefly go over what happens with your application once it's approved for funding by the Program Office. Once we get the package to our office, we do a fiscal review of your budget. That's the main thing. We're going to look for all the required forms that you were supposed to submit. We're going to be sure that you completed the forms properly—that's the 424. We want to be sure that you submitted your certifications, your assurances, but the main thing that we're going to be

looking at are your costs. So, what you want to do is to be sure that you have provided us with budget detail for all categories of costs and supporting documentation. We're going to be looking to be sure that the costs are allowable, reasonable and allocable to the project activities.

You also want to be sure—this is very critical—that you have your proper EIN number or correct EIN number on that 424 because if we use an EIN number that is not correct and we put that in the Payment Management System, it's going to delay your getting paid once your award is made and you want to draw down money. So, please look at that very carefully to be sure it's the correct EIN number.

The other thing we're going to look at is the match amount that you place on the application for the project to be sure that it's the right percentage and that you've used the right resources to apply the match. I just want to point out that a lot of times people will see a line item on the budget for indirect costs and what happens is some agencies or organizations do not have an indirect cost rate agreement. If you do not have an indirect cost rate agreement, you do not want to put a percentage down there as though you do have that. You just want to go in and identify those costs as direct costs to the project or administrative costs. Normally, they would be indirect costs.

Also, the DUNS Number. If you're applying electronically, of course, you have to put the DUNS Number in there. But for those of you who are not going to submit your applications electronically, then, please be sure that you place that DUNS Number on the 424.

Other than that for right now, that's just a general overview, but I'd like to hear any specific cost questions that you may have in attempting to complete your application. We have many different organizations, and I'm sure all of you have different questions that you'd like to ask me. So, at some point, we'll get to that. Thank you.

Robin

McDonald: Yes, and Sylvia will remain on the call during the question and answer period. That concludes the Application Process part of our presentation, and now we're going to move on to the Program Contact. You remember, that's the what to look for or what to focus on in your application. We'll start with Tonya [Gunn], who is going to do a presentation. This is going through the priority areas and then some general things that you need to be mindful of.

Tonya Gunn: Good afternoon. My name is Tonya Gunn, and I'm going to start with the General Requirements required for the Grants. The following requirements must be met in order to receive funding for the Responsible Fatherhood—under the Responsible Fatherhood Program. If you're following along with the program announcement, I've slightly changed the order of the General Requirements because I wanted to go over the three legislative requirements first.

When developing your proposals, please pay careful attention to these requirements because if you fail to address them in your proposals, you will receive a zero for the entire Approach section, and I cannot stress that enough. The scoring was designed this way because these requirements are legislatively mandated and any application not meeting these requirements cannot be funded. So, please, under the Approach section, pay careful attention and make sure you answer the following questions that I'm going to go over—the following requirements that I'm going to go over.

The first one is voluntary participation, and that means that participation in proposed activities must be voluntary. Applicants must describe what you will do to ensure that participation in your proposed activities or program is voluntary. You must also tell us how you will inform your potential participants that their participation is voluntary. For example, you might develop a form

that explains to your participants that their participation in the program is voluntary and have them sign that form acknowledging that they understand such.

The second item that you must comply with is domestic violence. You must include in your application a commitment stating that you have consulted with one or more experts in domestic violence prevention or with relevant domestic violence community coalitions in developing your proposed program or activities. Applications must also describe within your proposal, your proposed program or activities how you will address the issue of domestic violence. For example, describe the procedure that you will use to deal with domestic violence when it is presented.

The third requirement that you have to address is the use of funds. Applicants must include a commitment in your proposal that states that you will not use the funds for any other purpose. So, please, I can't stress enough, please pay close attention to those three items in the Evaluation Criteria section.

The additional requirements that must be met under this program are: you must provide us with a project description. The proposed project description must be thorough, and you must include plans for marketing, outreach, participant recruitment, and an assessment of program barriers. You must provide a description of the type—if you are using the Marriage Education program, you must provide a description of the type of Marriage Education Skills program that you are going to use, services to be offered, staffing, training, the roles and relationships of partners and organizations, and specifics as to how programs have been designed to meet the needs of perspective participants or populations.

The next requirement is program access. Successful applicants must provide services to all eligible persons regardless of a potential participant's race, gender or disability.

The next requirement—Marriage Skills Training Curriculum. If you decide to incorporate Marriage Education Skills in your program, your grant activities must implement Marriage Education Services—I'm sorry—must include skills based [indiscernible] specifically designed to increase the likelihood that healthy marriages will form or existing marriages will experience measurable long-term marital satisfaction and stability. Participants must experience a minimum of 8 hours of instruction delivered over a period of time or the number of instructional hours established within the guidelines of the model used. The curriculum must be designed to help couples learn and apply skills that will improve communication between couples, improve the couple's ability to resolve conflict and strengthen the couple's commitment to increase their marital stability.

The next requirement is startup. Programs must—successful applicants must begin operating within 90 days of the award date. Please pay attention to that and your project timeline should also indicate that you will be up and running in 90 days.

Quantitative and Qualitative Evaluation. All grantees must participate in quantitative or monitoring activities that capture measurable indicators or outcomes. In addition, some approved grantees may be selected to participate in OFA in-depth evaluation studies. These grantees will be selected after the awards are made; therefore, all applicants must agree up front to work cooperatively with ACF and with contractors hired by ACF to conduct evaluations. Please understand that the ACF funded evaluation efforts are separate from your internal evaluation. Even though your project may be selected to participate in ACF evaluations, you are still required to comply with the evaluation requirements set forth in your program announcement.

The next requirements are Entrance and Annual TA Events that you must attend. Grantees must attend their Entrance Conference that will be held within the first three months of the official award date. Thereafter, successful grantees are also expected to attend an annual meeting each year in Washington during the grant period. Finally, grantees must attend an annual ACF sponsored TA event; therefore, successful applicants should plan to attend two annual grantee events. Both the project director and key staff responsible for tracking and documenting progress towards project milestones and outcomes must attend all meetings. Applicants must allocate sufficient funds in their budgets to account for such, and this includes travel, the cost of transportation, and per diem expenses for each of these two- to three-day events.

And the last thing—the last requirement is Technical Assistance. All successful applicants must agree to participate in ACF sponsored technical assistance activities. Grantees will work cooperatively with ACF sponsored technical assistance providers in addition to attending annual Technical Assistance meetings. General Technical Assistance services might include financial planning, program planning, interpreting of finance regulations or legislation, marketing, or other management challenges. Other primary areas of technical assistance include strategic planning, protocol development, coalition building, sharing best practices and data collection.

Terri Ames will follow up with more details about the Priority Areas 1 and 4, and she will give detailed information.

Terri Ames: Good afternoon, everyone. This is Terri Ames, program specialist here, and I'll be your primary contact person for the Responsible Fatherhood program announcement, and that is the announcement that ends in the opportunity number 0130.

Initially, I will talk about the first two priority areas. Priority Areas 1 and 2—these are basically the same except for funding levels. These are your multiple activity grants, which means that you must concurrently do two or more of the activity areas that were earlier mentioned such as the Healthy Marriage component or Responsible Parenting or Economic Stability. After you choose your activity areas, you can implement any or several of the services listed under that activity area. So, basically, that means if you do two of either five services under Economic Stability you will still have to do something else under Healthy Marriage or Responsible Parenting. So, this is a multiple activity grant, and you must do two or more activities.

In Priority Area 1, there's a total of \$3 million. The minimum or the floor is \$900,000, and the ceiling is \$1 million. ACF will award from one to three grants in this area.

In Priority Area 2, there's \$7 million total. The floor is \$400,000, and the ceiling is \$500,000, and we will award between twelve and fourteen grants in this area.

Before I get to exactly what we're looking for in these grants, I'm going to go ahead and do Priority Areas 3 and 4 so you can tell what the differences are. These are the single activity grants, which means you choose, or you must select one activity area among the Healthy Marriage, Responsible Parenting, or Economic Stability authorized activity area. The difference between single and multiple activity is that multiple activity funding levels are higher because we envisioned that the multiple activity grants will take a more comprehensive or holistic approach and reach many participants across a community because of the various services to be provided. However, you can do more than one service within the activity area; i.e., marriage education and marriage preparation if you decide to do Healthy Marriages. Or if you decide to do Responsible Parenting, you could do parenting education or mentoring and counseling.

Priority Areas 3 and 4 are basically the same, except for the funding levels. Priority Area 3 is \$13 million total. The floor is \$200,000, and the ceiling is \$250,000. We will award between forty and fifty-two grants. Priority Area 4 is \$5 million total. The floor is \$400,000 and the ceiling is \$500,000. We will award between eight and ten grants.

What are we looking for in these areas? We want innovative designs that cover a wide spectrum of target populations that may include married or unmarried fathers, incarcerated fathers, recovering fathers, fathers inside the home or outside the home, fathers with disabilities, and low income fathers, for example. Those are just some examples, but I'm sure you guys will think of other target populations that you may want to include. Applicants can actually decide what specific or poor populations they want to work with.

Your plans for these priority areas must be thorough and include marketing and outreach efforts that will be undertaken, recruitment activities, such as referrals, targeted recruitment, types of activities and services to be offered, descriptions of curricula, the intake and assessment process, the frequency and intensity of services to be provided, the format for your service delivery such as group, individual, retreats, etc. Staffing and training is necessary and partnering with other organizations. Your approach should correlate with the specific needs of your target population.

Those are all the general areas for the Priority Areas 1 through 4 and, as we go further into our Q & A session, I will take specific questions if within those priority areas. At this time, Ms. McDonald will come and do Priority Area 5.

Robin
McDonald:

And I'm back. Priority Area 5, Responsible Fatherhood, Marriage and Family Strengthening Grants for Incarcerated Fathers and their partners. In general, ACF has designated \$4 million with the primary purpose of promoting and strengthening marriage through marriage activity. Now, in addition to promoting and strengthening marriage, there are some other authorized activity areas. The first is to improve parenting, that is parenting classes, for example, and promoting economic stability. Those are employment services, and these things are included because they help to strengthen the viability of the family. Now, keep in mind that the program announcement states that since promoting and strengthening marriage is the primary focus, the other two areas may be added to that component, but your program must address that primary focus.

What are we looking for? In Approach, these grants should be accessible to interested couples and take into account the unique circumstances of current and formerly incarcerated fathers. This priority area differs in that it only focuses on fathers who are currently or very recently under criminal justice supervision. Now, all approaches must involve stakeholders from the criminal justice system and also must include diverse community sectors, whether that is government, whether it is schools, whether it is faith-based and community organizations, health care providers, or businesses. Applicants must also demonstrate how they will help clients connect to mental health and substance abuse services among this population. However, you should know that payment for those services is beyond the scope of this grant announcement.

Approaches must also consider related issues and risk factors that are associated with incarcerated persons in the program planning. Issues like couples that are separated by geography or the continuity of services between prison and community or particularly, the reentry and other family service provisions related to incarcerated parents. For example, there are other federal programs out there that are working with the incarcerated populations. There's the Prisoner Re-entry Initiative, which is an initiative of the Department of Labor/Department of Justice. And within the administration for Children and Families, there is Mentoring Children of Prison programs. And those are the kinds of things that we're talking about that you might incorporate as well.

The program announcement highlights a few examples of how different types of organizations may approach this service provision, and these examples are only there as examples and are not considered to be exhaustive at all. For example, if you are one of those local re-entry programs receiving federal funds from DOL and the Department of Justice, you may want to add a piece that builds with mentoring children of prisoners and so on. That's just one example. There are several in the program announcement. Again, you may either focus exclusively on marriage promotion and strengthening, or you may include services to promote parenting and economic stability. Marriage must be a primary focus in your programs.

For the target populations of Priority 5, you may limit target populations to fathers in prison, fathers in community corrections, such as probation, formerly incarcerated fathers, or do a combination of services that includes people while they are incarcerated and then after they return into the community. Either way, you must address how services will be made available to both the incarcerated and the re-entering father and his partner.

Now for the award information, the number of awards will be between eight and ten grants under this priority area. The award range is from \$300,000 to \$500,000. The grant period is 60 months, that's 5 years, with the one-year project budget period. The first year, of course, is going to be competitive but continuation on a non-competitive basis for years two to five. But that's always subject to the availability of funds and the best interest of the government. So, that's a brief overview of Priority 5. Of course, I will be here to ask questions.

We will not in this session include the discussion on Equal Treatment and Charitable Choice, but don't think that you have escaped that. In the Entrance Conferences, we will make certain that you are aware of these provisions because they apply specifically, and they're very important for you to know about and to consider in your programs. But we are going to go back. As we stated earlier, we're going to talk about the other two program announcements that are out there—Community Access and Capacity Building. And Terri is going to begin that discussion.

Terri Ames: The National Fatherhood Capacity Building Grant. What we are going to do here is award one grant for \$1 million. And here, we're looking for an experienced national organization to deliver organizational capacity building services to community-based organizations. The eligible entity for this program announcement are public and non-profit community—I mean public and non-profit organizations. This includes but not limited to states, territories, tribes and non-profit organizations, community and faith-based organizations. Again, the deadline for this is July 14, and the funded organization will provide assistance in four critical areas—leadership development, organizational development, program development, and community engagement.

The organization selected will build capacity to support the development of infrastructure—development of an infrastructure of an agency capable of building and expanding new and existing programs. These activities should increase an organization's sustainability and effectiveness. It should also enhance its ability to provide responsible fatherhood services, reach undeserved and fragile populations, and create collaborations to better fill those most in need. The capacity building organization awarded under this announcement will serve as a partner to both the federal government and to the local community Fatherhood organizations that it assists. Therefore, this will be a cooperative agreement that the grantee will have to adhere to. This organization will assist community level Fatherhood organizations that have a range of service goals, target populations and associations. This grant will not fund direct service provision.

That is my brief overview of the National Fatherhood Capacity Building Grant, and now Ms. Weir-Rice will get into the Community Access Grant.

Geneva
Ware-Rice:

Okay. Thank you, Terry. The Promoting Responsible Fatherhood Community Access Program. There are two priority areas within this program announcement. They are the same except for the funding level. All other information is exactly the same. Priority Area 1, we will be funding projects up to \$2 million, and we anticipate funding at least two projects.

Within Priority Area 2, we will be funding projects up to \$1 million, and we anticipate funding up to three projects, for a total of \$7 million, and a possibility of awarding five projects. You will have to decide which area you would like to operate under. It is basically going to—you have to decide your capacity, how much money you would need to do that and how much of the funding you can handle within your organization.

The Community Access Project. The main goal and purpose is to assist local and small faith-based community organizations, grassroots organizations, provide Promoting Responsible Fatherhood services. This one is different from Capacity. It is not to build capacity. It is to provide services on a very small micro level and to reach out to agencies on an open competitive basis that will not have the ability to apply for the federal funding. An agency, for example, may only need \$10,000 to \$15,000 to form a parent support group for fathers, and our funding levels, as you know, are not that small. That is the kind of entity that we are looking for.

The key element of this—this is a cooperative agreement, and you will work closely with our department in developing the competition for the faith-based community organizations, the grassroots organizations, and toward developing other program components. But it is your responsibility to read the criterion and to respond to that, to choose a target population and provide those services. The services that we're looking for you to provide are the same services that we are looking for under all of the Fatherhood announcements in the three broad areas. The key here is that 50% of your proposed funding should be used to provide technical and financial support to the organizations that you are assisting to provide services on the micro level. Of that 50%--of those agencies that you have selected that you're providing 50% of your funding to, 70% of those agencies should be faith-based and community organizations. And I know that caused a little confusion. We're not talking about money on that 70%. The 50% relates to the money, and then all of the agencies that you are working with, 70% of them should be faith-based and community organizations.

And that's as much as I'm going to cover on this one because the categories are set up the same way as all of our announcements. You should format the application the same way. If you have particular questions, we're going to have that portion but, after this call, feel free to still contact your program person, and that's Ms. Terri Ames.

Now, I'd like to spend a little time talking about Submission and the Grant Review process. You have the ability to submit this application via Grants.gov. As a matter of fact, we strongly encourage you to do so, and we are anticipating having someone here later in this call to go over that and help you respond to that. In about 30 minutes, we're hoping she will be here. If not, I'll come back online and give you a few tips from our perspective.

If you are unable, for some reason, to submit through Grants.gov you may submit through the mail or overnight express. But remember, it's not a receipt date; it's a due date and a time, and you can use whatever vehicle is available to you. You may also hand carry your application in and that location for our Operations Center is in the program announcement. Again, remember the due date and the submission time.

Once we receive your application, we will then hold what we call Peer Review. We will be bringing in individuals from the field, from your communities, who have some level of expertise in the marriage and fatherhood social service arena. We will develop and compose panels of a chair and three reviewers. The reviewers have the responsibility of reading your individual applications and rating and scoring it against the program announcement criteria only. So, they will not be able to use prior knowledge of your agency. They will not be able to compare applications to one another, nor will they be able to call you and say, "I read this part, didn't understand it, what do you mean?" They will only have your application. So, each panel will have about 10 applications, so you must write and put this application together as if you are application No. 10, being read on the fifth day. Reviewers, that's why we require double spacing. That is why we require the 12 font. If you don't do this, it could cause a review panel to struggle and miss pertinent information that would allow you to be fundable. So, it is in your best interest to follow the format that we have laid out for you.

After the Peer Review, which we are planning to conduct in the month of July and August, and we have—all of the applications are reviewed, we have our decision meeting, we will then come back to the agency and our management team will decide who should be funded, who should be awarded. Most of that decision making is on the score, but we have the ability to use other criteria such as looking at geographic spread, looking at the uniqueness of a particular project or the uniqueness of a particular priority or target population. And, with that, I'm pretty much done.

Robin

McDonald: That will, then, conclude the presentation portion of this call. And now, the moment you've all been waiting for, all 880 of you, questions and answers. And I assume that Tanyanic Brown from Dixon is going to walk you through the procedures for queuing up on the phone and the protocol for answering questions. Tanyanic.

Tanyanic Brown: Hello. Momentarily, you should receive directions on how to submit your questions to be answered by our operator, Ms. Patti.

Operator: Thank you. Ladies and gentlemen, if you have a question at this time, please press the "1" key on your touch-tone telephone. If your question has been answered, or you wish to remove yourself from the queue, please press the "#" key. Our first question comes from San Antonio, Texas. Got you, your line is open.

Q: My question is about target population. At one place in—I'm looking at the announcement in 0130, Promoting Responsible Fatherhood—at one place under Program Purpose, it says, "An essential point is to encourage responsible fatherhood within the context of marriage." And then, going into the next paragraph, it seems to be saying that target populations can include married and unmarried. So, I'm curious about how that works because essential point to me means that that would be the entire focus of the project. That's it. That's my question.

A: We are encouraging responsible fatherhood programs within the context of marriage, but that is not required. You can have different target populations that you want to further. As I said previously, it can be unmarried, it can be non-custodial, etc. It does not have to be married couples in all of the priority areas.

Q: Thank you.

A: You're welcome.

Operator: One moment please for the next question. Our next question comes from Stanford, Maine.

- Q: Hi. I wanted to ask in the floor for the individual awards, does the \$200,000 include the match or can the match be above the \$200,000? So, is this, the \$200,000 federal money only or total project?
- A: Okay. The floor amount is the federal money only. In all of the program announcements, the money that we're speaking of is federal money only. The match is on top of that.
- Q: Okay. And second question is—do you have a timeline for the award announcements?
- A: Oh, yes. All applications—sorry, I blanked there—all awards will be made by September 30, and you should hear within the first week of October.
- Q: Okay. Thank you.
- Operator: One moment for our next question. Our next question comes from Washington, DC. Hello, your line is open.
- Q: Yes. This is just a procedural question. You had given us nice clear instructions about the application order when we initially started, starting with the 424, the Abstract, etc., but in the application itself, it gives a different order, and it states that it should be in that order. So, I'm wondering is this just too technical? Does it matter or would it be better to follow the order that you suggested with the 424 first? The order in the RFP is right above where the page limitation instructions are. It starts with Table of Contents.
- A: Yes. I am aware of that, and it would be best to follow the format that I just laid out today.
- Q: Okay. Thank you very much.
- A: You're welcome.
- Operator: Our next question comes from Buhl, Idaho.
- Q: May we subcontract with another agency that receives funding through these grants?
- A: Yes, you may.
- Q: Thank you.
- A: Sure.
- Operator: Our next question comes from Cleveland, Ohio.
- Q: Fine. My question is this. I want to be clear on all of the CFDA numbers for which you all were speaking of this afternoon so that I can read up more closely.
- A: Ma'am, there's only one CFDA number, and that's 93086, and all of the Healthy Marriage and Fatherhood program announcements fall under that CFDA number.
- Q: Okay. Thank you.
- Operator: Our next question comes from New York, NY. New York, your line is open.

- Q: Hello. Actually, I just want to find out from the Promoting Responsible Fatherhood Grants whether or not they're all in a sense administrative grants or whether or not—I mean, I understand the capacity building and the national level and that's really not what I'm referring to. On the community level, whether or not the grantee can also provide services as well as, you know, distribute funds to smaller organizations and whether or not it has to be one large program with participants, or whether or not we would then be providing funds to small organizations to do their own fatherhood program?
- A: Okay. It depends on which program announcement you're speaking about. They all have different focuses. The Promoting Responsible Fatherhood—those are agency services, and you can, if you become an awardee, you would provide the services. You are not allowed to subcontract—not subcontract, I'm sorry—you are not allowed to subgrant under those announcements.
- Q: Oh, okay, so we would provide the service directly?
- A: Absolutely. You provide it directly. You are more than welcome to partner, but you enlist that partner agency and delineate what duties they have compared to you. We can only award to one entity, so you would be the grantee, and you would list your partnership. You have the ability to work with memorandums of understanding, and that's fine, but you must list who they are up front.
- Now, if you are interested in supporting smaller organizations with funding in any capacity that you deem, whether it be contracting or subgranting, that has to happen under the Community Access Program announcement.
- Q: I see.
- A: For services. If you wish to provide capacity building, it has to go under the Capacity Building announcement.
- Q: I see. So, Capacity Building and Community Access would be where you provide funding to smaller agencies but the Promoting Responsible Fatherhood we could provide the service ourselves, which is really what I'm interested in doing.
- A: Absolutely. Provide it yourself. We'd like that.
- Q: Oh, great. Thank you.
- Operator: Our next question comes from Ukiah, California.
- Q: Hello.
- Operator: You're on.
- Q: Hi. My question is—I run a parent education program but the people who attend are mandated by the Family Court to attend. So, I'm wondering if that will work within the context of what is voluntary? What do you mean exactly by that?
- A: That's an excellent question. We would like to tell you at this point that we take the liberty to not answer a particular question right at this moment.

Q: Oh, okay.

A: However, we will write that question down, and we promise to answer it and we will be providing a written transcript of this call on our website, and we will post that question, the answer to that question at that time.

Q: Okay.

A: Because you are utterly right. We are asking—these programs are voluntary participation, but we have court mandated. We'll have to get back with you on that one. Thank you.

Q: Okay. Thanks.

Operator: One moment for our next question. Our next question comes from Providence, Rhode Island.

Q: Hello. I have a question about—are you currently funding other programs for incarcerated men at this point, and can I get a list of those programs?

A: We don't provide a list of the programs—are you talking about additional, other federal programs out there at this time?

Q: No. I just wondered if you were funding similar programs that you're funding in this notice?

A: No. That's information that we would not provide if we had that information, but we don't.

Q: Okay.

A: So, you can do—you can serve incarcerated individuals in any other priority areas.

Q: No, I was just seeing if—

A: But we can't provide—we don't have a list of other programs that are doing this that we can provide to you.

Q: Okay. My second question is—I just have to submit the first year budget, not the additional years?

A: That's correct. Someone else had asked a similar question through an e-mail, I believe, and, no, you only have to submit for the first year.

Q: Okay. Thank you.

A: Okay.

Operator: One moment. Our next question comes from Naranjito, Puerto Rico.

Q: Hello.

Operator: Your line is open.

Q: Okay. Hello. I'm interested in knowing that—like, we're from a municipality. Could we participate in this project? Or it has to be some different, not from the government, state government?

- A: The question you had, just to clarify, you want to know whether a municipality can apply for grants?
- Q: Yes.
- A: Yes, state, local agencies, country agencies are eligible to apply.
- Q: Okay. Okay. Thank you very much, then.
- Operator: Our next question. One moment, please, for our next question. Our next question comes from Baltimore, Maryland.
- Q: Yes. Hello. Hello.
- Operator: Your line is open, sir. We can hear you.
- Q: Okay. Thank you. I'm a non-profit community faith-based organization, and I just started out less than a year ago. So, I'm grassroots, but I've been doing father initiatives for the last 17 years, and I'm called Baltimore Fathers' Cooperative Group. I have a whole plan organized for assisting guys in the community that are fathers in the targeted populated area. I wanted to know that do I, or am I able to apply without a year of financial history as long as I have a strong business plan, along with everything else, or do I have to fall up under somebody because the budget only comes out to be \$55,000 to assist the guys in this populated area, and then to grow from there? So, what do I do, being grassroots but have an extremely concrete plan of fatherhood because I'm a single parent, been divorced, etc., but my son graduates with honors, my daughter is graduating also. And so, what do I do?
- A: Okay. I think I understand your question, Jim.
- Q: I'm grassroots, no financial history, but I have the experience—over 20 years of experience of dealing with counseling, working in correctional institutions, etc., but I don't have that one year of financial background. But I have a business plan, and I teach, and I do programs already. I'm on the ministerial staff for the church. I run a corporation already, and so I have everything lined up except that strong financial background that's often needed, such as that—what is it—the 724 sheet you were talking about?
- A: Right. The 424.
- Q: The 424?
- A: A couple of questions for you, please.
- Q: Yes.
- A: Are you incorporated?
- Q: Yes, I am.
- A: Okay. And you're private, non-profit?
- Q: Yes. Correct. Non-profit. Community faith-based.

A: Community faith-based. Okay. Your question is that you don't have an audit report to submit is number one.

You're going to need to have some type of audit.

Q: I need an audit?

A: Yes, you do.

Q: Yes.

A: To show that you are financially responsible or capable of handling the funding under this grant.

Q: So, even the small grants of \$10,000, \$15,000, \$20,000, \$50,000, I still need that audit?

A: And that's another point. You cannot apply for any grants, and that's a good point, below our floors. We don't have floors of \$50,000. The lowest floor is \$200,000.

Q: I thought you talked about the Community Access Projects?

A: Yes. I see what you're saying. The Community Access Projects are for state or large organizations that can then work with and fund and provide technical assistance to the smaller projects. So, you would be waiting for that to be awarded and then apply to whoever may be one of the awardees. Or, as you say, you could try to partner with someone in your area that has the capacity, has the financial history to do what you're looking to do. You are more than welcome to do that. If that doesn't work for you, then you need to wait until we fund the Community Access groups, and then we always make that a public announcement.

Q: Okay.

A: Then, you can contact one of those groups to figure out how—to find out their process and how they're going to get started.

Q: Okay. So, the first thing I need to do now is get an audit and somehow show that I'm managing—already I'm managing quite a few good thousands of dollars in servicing, in teaching programs for fatherhood, programs and things like that.

A: Okay. Well, you don't need to convince us. We are definitely convinced.

Q: Okay. I'm just saying what I need to do. So, I need to get an audit, starting off?

A: Or, if you cannot do that, or you need to find a partner agency that you can work with.

Q: Okay.

A: Okay, because remember the timeframe is ticking down quickly.

Q: Right.

A: We have how many days? 25 days.

Q: Okay. I better get my network started.

A: And the other thing—for your more detailed information, please contact Ms. Terri Ames, and that information is in the program announcement.

Q: Thank you so much.

A: You're welcome.

Q: You have a blessed day.

A: You, too.

Q: Bye.

Operator: Our next question comes from Charlotte, North Carolina. Charlotte, your line is open. Charlotte, North Carolina, your line is open. Yes, that's you. Can you hear me?

We'll move on to the next question since we're not getting a response. Our next question comes from Detroit, Michigan.

Q: Hello.

Operator: Hello, Detroit, we can hear you.

Q: I had a question about the target population. I work with Head Start here in Detroit, and we have, I think, about 7500 families in Detroit. Could the proposal be limited to Head Start families or would it have to be open to any other low-income families in Detroit? And, if we did just Head Start, would that hurt us within that proposal process?

A: You can choose any target population that you want to and that's fine. We are asking applicants to specify target population and give us the number of families they believe they can serve. The only thing you need to be aware of is if a non-Head Start family or person comes forward to participate, you cannot turn them away.

Q: Okay.

A: Read that Program Access section of our announcement. But it would relate to any individual coming forth and asking to be served, you would have to service [as well.]

Q: And I don't think we would do that. We would make sure in the proposal that we would address that—that if someone did come forth that they would—we do that right now with some of our services also that are low income.

A: Okay. Great.

Q: Okay. Well, that answers my question. Thank you.

Operator: Our next question comes from Hamilton, Ohio.

Q: Hi. I'm still a little confused about the order of the items that you want. I didn't hear you say SF-424A.

- A: Okay. I didn't break it up into the numbers, the letters. The entire 424 application must be submitted, and that's A, B, and C. Is there another section? A and B.
- Q: Right. And those are the first two items?
- A: Absolutely.
- Q: And then the Abstract, Table of Contents, Program Narrative?
- A: Yes.
- Q: Okay. Wonderful. Thank you.
- A: You're more than welcome.
- Operator: Our next question comes from Hockessin, Delaware.
- Q: Yes. Good afternoon. My question is if you're a non-profit organization and you're seeking to team or partner with another organization that runs a Community Correctional Center but they happen to be a for-profit, does that make your application ineligible?
- A: I'll have to get back to you on that. Yes and no.
- Can you repeat that question for us?
- You said subcontract, so this would be a contracting arrangement?
- Q: Yes. I don't think so. We're going to go into it together. My organization happens to be a non-profit but, unfortunately or fortunately, the organization that runs the Community Correctional Center that we're going to team with is a for-profit. So, at least one of us is a non-profit, and it so happens the other one is a—
- A: You can enter into a subcontracting arrangement with a profit organization.
- Q: Yes. Okay. So, that is a possibility, just to subcontract?
- A: That is a possibility. Yes, it is.
- Q: And that wouldn't preclude us from submitting?
- A: No, it wouldn't. No. You would still have to be the primary grantee, but no, it wouldn't.
- Q: Okay. And just one other question. If, of course, when you're submitting an application, can you submit for more than one priority area, or does each priority area require separate applications?
- A: Well, I am so glad you asked that question because I have been dying to answer it. We have received so many e-mails, and we have some written questions here, and I was trying to figure out when we were going to jump in on that. Yes, you may apply for more than one priority area within an announcement.
- Q: Oh, great.

- A: Okay. If you do, it must be a separate application, and you must clearly mark on that 424 which priority area you are applying for. Make sure you include the level because if we can't tell and it looks duplicative, we will not review one of them. Okay?
- Q: Fine.
- A: So, the other point—some asked if they could submit more than one priority area. The answer is yes. But somehow the question was—can they submit the same application for a different—each of the different priority areas? Well, the criterion is different in some of them; the funding levels are different. It is doubtful, very doubtful that one application would be responsive to all of the priority areas. So, you need to make sure your application is responsive to the criterion within that priority area because then the reviewers will write a very terrible statement of—this application is not responsive to the priority area. My favorite example is if we are asking you for oatmeal cookies, and you give me a wonderful recipe for rocket fuel, you will not receive any scoring. You will not receive funding because we didn't ask you for rocket fuel, we asked you for oatmeal cookies. So, be very, very careful when you're submitting to more than one priority area and make sure you do not get them confused and mixed up.
- Q: Okay. Great. I appreciate that.
- A: You're welcome.
- Q: Thank you.
- Operator: Our next question comes from Manchester, Missouri. Manchester, your line is open. They may have stepped away from the phone. Our next question comes from Chicago, Illinois. Chicago, your line is open.
- Q: Sure. I have a question about the Community Access Grants. One of the—I'm a little confused when you say states and larger organizations. Is this primarily targeted to state organizations or is the larger organization—could that be a national organization that has access to local community groups?
- A: Absolutely. That's a good question. Yes, it is states or large organizations, national organizations. The point is we want you to be able to have the organizational capacity to manage \$1 million or \$2 million and to take 50% of that money and assist in a financial and technical assistance way other smaller organizations. And we want it to be on—we're only going to fund five of these projects, so we're looking at statewide coverage, regional coverage, that kind of initiative.
- Q: Okay. And I just had a second question about the 90-day startup. Is the 90-day startup meaning that services have to be delivered or the project has to be started in 90 days? In other words, if you were going to be planning to select people to participate under the Community Access, is that allowed in that, you know, to do outside of that 90 day, or are you expecting those decisions to be made in 90 days?
- A: Okay. Again, another good question. Thank you. These are cooperative agreements. We will be—you will be—the people who are awarded these projects will be working closely with our department. And while we're saying start up within 90 days, you will actually have more contact with us prior to that, and there are some decisions we will be making jointly. So, pieces of the project should be up and running in 90 days, but you should anticipate on a cooperative agreement that we will be contacting you within the first 30 days to find out who the project manager is,

what's your structure, asking when you are available for more, a dialogue, perhaps, asking you to submit your plans. We are not asking that you have your open and full competition, that you have your small agencies already selected to provide service, but we are asking that you have your organizational structure in place so that we can meet with you to go over what the next steps are. If you are planning an advisory board, for example, we would expect that that would be in place as quickly as possible; if not when you submit the application but within the 90-day period.

Q: Thank you.

A: You're welcome.

Operator: One moment for our next question.

Robin
McDonald: Patti?

Operator: Yes.

Robin
McDonald: Can we stop questions at this moment? We have our next speaker, who is here to speak on Grants.gov and this is Diana King. So, we'd like to do about a 10-minute presentation—15-minute presentation, and then we'll resume with questions.

Operator: Certainly.

Robin
McDonald: Thank you.

Operator: You're welcome.

Diana King: Okay. Diana King. I'm with the ACF office of Information Services, and I'm kind of a local resident on what to do with Grants.gov. Grants.gov is www.grants.gov. It's where you can find the opportunities, you can download the application package, the application package instructions, and if you choose to, you can submit the application package electronically. We encourage electronic submissions, but it is voluntary. You can submit a hard copy application.

So, I want to walk you briefly through some of the registration stuff and give you a couple of—sort of—significant warnings. You want to imagine yourself as though you were trying to shop online but in order to shop online, you must have a bank account and you must have a credit card. You have neither of those things and you are shopping online, you aren't going to be able to shop today. So, the registration process is first for an organization, and that's sort of like getting a bank account.

Then, the next process is to get an electronic signature credential, and that's sort of like your being authorized to use a credit card against that account. So, this will sound a little confusing but if you keep putting that analogy back, it makes a little bit more sense.

When you go to Grants.gov there are four folders right now or four major functional areas because they're redesigning the system and maybe in two months, it'll look a little different. But the functional areas will still be there. There is one called "Get Started" and that is for the registration processes and what you need to do as individuals to get electronic signature credentials that authorize you to submit a grant on behalf of your organization. The instructions are also contained

in the instructions that are accompanied each application package. So, if you don't write down everything I say today and you want to find them, be sure to download the application package instructions in addition to the application itself.

As an organization, you need to have a Dunn and Bradstreet Number—DUNS. So, on those instructions, one of the first things it tells you is where to go get a DUNS Number. It's not that complicated a process. Your organization might already have one. If you do, and you go and you tell Dunn and Bradstreet about you and they know your organization already has one, they will find you based on the location of your organization and give you that DUNS Number.

You need the DUNS Number first and then you need to go to the Central Contract Registry. Again, it says this in the instructions, that's [www.ccr](http://www.ccr.gov). CCR is Central Contract Registry. On that page, there are instructions, there's a worksheet. Before you call or go online to submit that, you want to go ahead and download that worksheet because that worksheet asks a lot of numbers. Maybe some of it is your bank account information, maybe it's a Dunn and Bradstreet Number, maybe it's a six code or all sorts of lovely things. And I believe the six code you get actually from Dunn and Bradstreet as well. So, download the worksheet, fill it out, and then go in the process of submit. If, for any reason, when you are registering either at Dunn and Bradstreet or CCR, anybody suggests that this will cost you money, like \$500, you tell them, no, no, no, no. This is for a government grant. It doesn't cost you a penny. Okay. But they will indeed tell you of all their marketing services that they'll be happy to provide you for an additional \$500. You do not need to pay any money to get a DUNS Number or to register in the CCR.

CCR registration is again as though you have attained an account for your organization. That is necessary for any federal agency if you want to apply electronically. The DUNS Number is necessary for you to get a federal grant. So, regardless if applying hard copy or not, you need a DUNS Number. If you want to apply electronically, you need to have your DUNS Number registered in the CCR. Start this process now if you think you want to apply at any point in time with an organization. You could do this process, get it all done, and then on the day of submission, you are not in a panic about getting it done because you need to really start, I'm going to tell you, two to three weeks ahead of time to get your registration, to get your signature credentials, to get your credentials registered, to get approved. If you have started this process less than five business days before the closing, and you say, "Oh, I had problems" you can forget getting any special consideration about getting a waiver, okay, because we can look up when you registered in the CCR. So, start it now. It's not that big a challenge. It's a challenge if you wait too late. Okay.

After you have an organization registered in the CCR, the person in the organization who registered is going to be called your e-business point of contact. They're the person who knows who your organization is, controls who can be authorized to submit on behalf of your organization. So that e-business or the contact, also referred to, because we allow their abbreviations, as EBiz POC. Okay. That person can then authorize you as an individual or your authorizing official, your Director of [PI], whomever it is that they have approved, to submit a grant application package. So, you as an individual are now ready to submit. To get your credentials, take that DUNS Number at least two or three business days after it's been registered in the CCR, go to Grants.gov, put it in, tell them—fill out the information about yourself as an individual. Grants.gov has a connection. It will look to see that that DUNS is a valid DUNS, registered in the CCR, and an automatic e-mail would be sent to your e-business point of contact that says, "Susan Smith wants to submit on behalf of your organization." Then, your e-business point of contact gets to go back to Grants.gov and authorize you to submit. That is the equivalent of them giving you the approval to—it's just like I say, we are giving you approval—have a credit card, they're giving you approval to be the authorized submitter for your organization. Once that happens, you can actually go on to Grants.gov and test and check and see if your credentials are

good. Okay. All those steps and where you go and those telephone numbers are in each package of instruction. So, get all that done now if you want to submit electronically. If you want to just go find the application and find the funding opportunity, you do not need an ID to do that. That's open to the public. You can go on without any ID. You could pull down the grant application package and fill it out.

I have talked a little bit long about registration, but it seems to be a stumbling block. You only need to do it once for your organization and then your e-business point of contact needs to renew it each year. So, if you used it last year, make sure they renew this year. They get at least three, maybe four notifications from the CCR by e-mail saying, "Time to renew. It's time to renew. It's time to renew." And then, it won't be valid if they don't do it, you know, within 30 days after a year from registration.

Okay, now let's talk about finding an opportunity on Grants.gov. So, again, if you have a PC by you, you can go and do it while I'm talking. It's www.grants.gov. When you go in there, you will find Funding Opportunities. The Promoting Responsible Fatherhood Funding Opportunity has a catalogue number and that catalogue number is 93.086. Is that correct? Okay. It's 93.086. So, you can click on "Find." You can click on the Basic Search. You can enter in the CFDA Number, which is 93.086, and you enter that and it turns out you're going to find at least six opportunities because there are several programs out there that ACF has advertised, all of which are with OFA. Then you can find the specific funding opportunity you are interested in. I believe Denver indicated that you're going to also post these Funding Opportunity Numbers and some of this information on the OFA website.

Geneva

Ware-Rice:

Yes. The call's transcript—the transcript of today's call will be posted on our [Peer TA] website and a link from ACF website.

Diana King:

Okay. So, you can find your funding opportunity by searching that way. It gives you a summary. It gives you a link from there back to the ACF homepage that has all the full announcement with all the myriad of everything you need to know about how to apply.

Up in the upper right-hand corner, when you get to that summary announcement, you'll see one button that says something like "Summary" and another one about "Other Attachments" and another one about "How to Apply." When you click on "How to Apply" you'll be brought to a line that shows indeed the application package capable of being downloaded. You click on "Download" and there will be—actually, on there there's another thing. This is done in a free software package called "PureEdge" somewhat like an Adobe Reader. It's free, but you need to download that free application package first—no, excuse me—the free software first and install it on your local PC beforehand. So, again, like Registration Process, go ahead and get that installed early. Don't wait till the last minute because we all do wait till the last minute, and then we're in a panic, and then we've missed the deadline. So, go ahead and download your PureEdge Application Viewer, install it on your package. If you're part of a larger organization, you might need to get your Assistance Administrator to come and help you get permission to install it on your network.

Okay. You've got the package installed. You've pushed "Download." It will say, "Download instructions." Download the application package. Please do download the instructions and then download the application package because the instructions, again, will walk you through everything you need to know and remind you to do these things.

Okay. Last bits of cautions, and I will turn the meeting back over to Geneva. Okay. So, get your registration done early. Submit your electronic application at least 24 hours before the closing. Don't fool yourself and say, "Oh, this is electronic. I have more time than if I went to the Post Office." Because you will find there may be system delays. It will be fine. Maybe you didn't get all your authorizations properly. You will find all sorts of things, and our list of people saying, "I can't, I can't, I can't" has definitely grown smaller than it was for each of the first two years, but our list still exists. So, please don't be among them. Please submit 24 hours ahead of time because you would have mailed it in certainly 24 hours ahead of time. That way, if you have any problems, then you will indeed be able to send it overnight should electronics fail you. We hope that they don't. We hope this is a smooth process and you consider it fun, but just in case it isn't, do it 24 hours ahead of time.

Now, where are the Grants.gov helped us? That number is 1-800-518-grants or it's 1-800-518-4726. That telephone number is also in the instructions if you need to have it on hand or you could e-mail through them at support@grants.gov. You will end up possibly calling ACF Help Desk numbers for assistance. They don't always know about Grants.gov. They don't always know to help you. The people at the Grants.gov office are actually very, very helpful. I don't believe they're seven days a week. I think they are only during the five business days. They do have extended hours to be able to help until at least I think 5 o'clock West Coast time, and they do start early on East Coast time in the morning. They're really very helpful but they are currently servicing—Grants.gov has gotten in over 45,000 electronic applications. I can't even begin to tell you how many help calls they get. So, there are sometimes long waits, particularly if they had a large closing, and I understand this one may be a large closing. No, another reason not to wait for the last 24 hours to submit. Just prepare yourselves to submit one day ahead of time, and you can breathe easy.

So, I think I'm done unless you have any questions.

Robin

McDonald: Just one quick question that we are asking for a Table of Contents and Abstract. How can they submit that on Grants.gov or can it be?

Diana King: They can submit a Table of Contents and an Abstract as an "Other" optional attachment.

Robin

McDonald: Great. Thank you. Patti?

Operator: Our next question comes from Lancaster, South Carolina.

Q: Yes, I understand that the application needs to be double-spaced. Does that also include the text that is inside the graphs or charts?

A: No, it doesn't. Inside your charts and graphs, you may single space, but please continue with the 12 font.

Q: Okay. Thank you.

Operator: Our next question comes from Pittsburgh, Pennsylvania. Pittsburgh, your line is open. Hello. If you're from Pittsburgh, please respond.

Q: Hello.

Operator: Hello. We can hear you.

Q: I'm not from Pittsburgh, but I'll go ahead. Detail for me, please, where I can see this transcript and how quickly after our conversation will the transcript be made available?

A: Okay. That's a good question, and we will share that information before we end this call. Okay?

Q: Thank you.

Operator: Our next question comes from, hopefully, Mobile, Alabama.

Q: Hello.

Operator: Hello. We can hear you.

Q: Yes, ma'am. I wanted to ask the question of—can this money be used to supplement salaries, like if you had to hire someone else to run your program?

A: Okay. Is that person going to be involved directly under the grant?

Q: Yes.

A: Sure. That comes under Personnel.

Q: Okay. Thank you.

A: You're welcome.

Operator: Our next question comes from Dover, New Jersey.

Q: Hi. When I looked over the grant application—the grant that I downloaded—I downloaded 53 pages of 53, and I only saw information about Priorities 1 and 2, not 3, 4, and 5. Where can I find that information?

A: Okay. On the program announcement you've downloaded, if you look at the front sheet, can you tell us what number is on there?

Q: 93.086

A: Funding Opportunity Number?

Q: Funding Opportunity Number HHS2006ACFOFAFR0144.

A: Okay. What you have downloaded is our Community Access. You need to go back and download the Responsible Fatherhood, and the last four numbers 0130.

Q: Thank you very much.

Operator: Our next question comes from Fremont, Ohio.

Q: Hi. I have several questions, if I may, in regards to your questions and answers and your posting them on your website, do you have any idea when that will be?

- A: We will provide that information later in the call. The reason why we're not responding to that now in case there are some folks who come in on the call during this Q&A, but we will give you detailed information about when that will be posted and how to access it.
- Q: Okay. And in regards to that, can you ask questions all the way up to the due date, or will you be cutting it off?
- A: No. You're free to ask questions all the way up until the due date. We are here.
- Q: Okay. And you'll be posting all of those questions and answers throughout the time period?
- A: No, ma'am. We are only going to post the transcript of this call and any questions we could not answer during this call on the website. We will not be—
- Q: Okay. I understand. My next question is—in regards to if an agency does not have an indirect cost rate, what is the administrative percentage cap?
- A: Actually, there is none. You just need to list your costs. The costs that would normally come under direct costs, you can list them as direct.
- Q: Okay.
- A: Okay.
- Q: All right. And I'm going to go back to the gentlemen's question that asked if you could fill out or turn in more applications? I understand that you can apply for as many of these priority areas as you want? But my specific question is in Priority Area 3—can an agency submit more than one application within that priority? For example, we list on the SF24 or 424 Responsible Fatherhood Single Activity [indiscernible] Level 1 and we want to apply for Responsible Parenting. Then, can we also turn in one, same applicant, [whole] another application and put Priority Area 3, Level 1, Economic Stability?
- A: Yes.
- Q: Okay. Thank you.
- Operator: Our next question comes from Sioux Falls, South Dakota.
- Q: Hello. My question is—we are applying for the Priority Number 5, Fathers in Incarceration. The prison system that we're working with has asked us if it's possible to get a small grant in the first year started out in one of their prisons and then expand it in future years with larger grants and bring it to the other prisons in the system? Is that possible?
- A: Well, in terms of the funding levels, the floor is \$300,000, the ceiling is \$500,000. The competition is only going to be within that first year. So, years two to five would just be a continuation. So, if what you're—what they are recommending or you're describing is not something that is possible to be done.
- Q: Thank you. That's what I thought.
- A: Okay.

Operator: Our next question comes from Phoenix, Arizona. Phoenix, your line is open.

Q: Hello.

Operator: We can hear you.

Q: I'm not sure. I'm probably not the only person from Phoenix calling, but I guess I get to ask a question, right?

A: Absolutely. You are the Phoenix that we did open.

Q: Okay. Great. My question is—can we contract with community agencies to do services outside of prison? We are a prison system, and we are going to be submitting an application under Priority 5, but we would like to subcontract with agencies in the community to offer services after they're released.

A: Yes, there was in one section where it describes additional partnerships that you can have relationships with different community sectors, and there's one of those scenarios that talk about criminal justice agencies while people are still incarcerated partnering with outside groups who were going to be providing services outside. So, yes.

Q: One more extenuating or extension of that question is—do we have to also address those people in the community, or can we focus solely on those who are still incarcerated?

A: You can focus on those who are incarcerated.

Q: Okay. All right. Thank you.

Operator: Our next question comes from Cleveland, Ohio. Cleveland, your line is open.

Q: Hello.

Operator: Hello. We can hear you.

Q: Oh, great. My question, I guess I've heard someone ask it at least three times, and I sincerely apologize, but I wanted to get the format of the application down together. The 424 Form and then the Table of Contents, then the Abstract and then the Program Narrative—is that the order?

A: No, it is not.

Q: Okay.

A: Okay. It is the 424 A and B and the Abstract. Then, the Table of Contents. Then the rest of your documentation.

Q: The Narrative and then the Budget Forms and all of that?

A: Exactly.

Q: Okay.

- A: But put that Abstract directly after the 424.
- Q: Okay. That's the most integral part of that. My next question is if we're forming a collaborative to apply of several different organizations, and we name a fiscal agent, can the cost of that fiscal agent be listed as direct costs?
- A: I would have to get back to you on that. I'm not sure I quite understand what you're asking.
- Q: If it were all separate entities, all anonymous entities, and we form a collaboration, but one of the entities is choosing to serve as a fiscal agent as the actual grantee, and they experience an increase an increase in accounting costs, can we use that as a direct cost to the program?
- A: So, are you saying the agency that's going to be the grantee or the applicant, I should say, is only going to serve as a recipient of the money and pass it through to other agencies?
- Q: Through subcontracts and memorandums.
- A: We are not—we are not encouraging, and we would like—we do not want to have agencies serve in totally pass-through capacities. You have the ability to contract, subcontract, but the agency receiving the dollars should play a part of this initiative in a way other than the recipient of the funds.
- Q: Oh, yes, certainly. That entity would be delivering direct services as well but in order to centralize sort of some of the administrative costs, it was not five times. It's just one time, and we could be able to administer more of the dollars into actual programs and services. We would use one agency as the fiscal agent instead of each of us trying to manage costs, accounting costs among five different agencies.
- A: And then that—sounds good—and then that agency wants to charge or receive the direct cost amounts for managing?
- Q: Right. Because the fiscal operating officer would then incur another additional duty, and so the cost of that person's percentage of their time costs to the program.
- A: Okay. There's some other parts of this we're discussing, so we're going to take this question down, and this will be one that we will post on the website with the transcript to make sure we have investigated all the components. Okay?
- Q: Okay.
- A: So, we'll get back to you on that.
- Q: And my last and final question. If we have a program that is currently serving families with children with disabilities, as I see it as one of the encouragements listed in the announcement and that being severe emotionally disturbed children, does that qualify in your definition of disabilities—SED children?
- A: Yes, it does.
- Q: Okay. And we can couple with say dollars that are serving families through SAMSA, or is that a conflict?

- A: Okay. I'm not—clarify it a little bit—are you saying--?
- Q: If we have a program that's currently serving families through SAMSA, these families with SED children, but we want to highlight work with the fathers of those children because we do have quite a following with the mothers, but we don't have quite the engagement from the father aspect of the family. And then there's a family-driven model and we're trying to attract and target our fathers of the SED children in those families. Is there a way that we can do that because it's already—the mom is already receiving services through what is considered another federal program?
- A: Okay. Yes, you can. You have to be careful though in that making sure the staff personnel are not paid for out of this contract, out of this grant and the other grant at 100%.
- Q: Right. Right. Exactly. It would be separate staff because we do understand the complexities and the needs of targeting specific fathers and cultural needs and all of that, so it will be separate staff.
- A: Right. And you must track those funds separately.
- Q: Yes. And that's where the costs of the accounting came in. We do need to track it separately.
- A: Got you.
- Q: Okay.
- A: And one other thing is if you're—the services that you're going to draw in fathers that are partners of the SAMSA program, if anybody else from the outside wants to participate in the Fatherhood part, you can't exclude them. You must allow them. So, it can't just be those fathers of kids who are currently receiving service.
- Q: Oh, no, not at all. Thank you.
- A: Okay. And another good point, Tonya, you cannot use SAMSA program funds as a match for this particular grant.
- Q: Oh, no. We can't use federal dollars for match.
- A: Exactly. Thank you for saying that.
- Robin McDonald: Patti?
- Operator: Yes.
- Robin McDonald: We have time for one more question. Then, we want—we'd like to take time to wrap up on our end and give people the instructions on how to access not only the telephone recording but also the transcript.
- Operator: Okay, great. Our final question comes from Prentice, Mississippi.
- Q: Thank you. I have a question with reference to the accounting year. Does the year run from October to September, or does it start from the time that the grant is awarded until a year later?

- A: Okay. The government's fiscal year runs October through September. Okay?
- Q: Okay. So, the first year will be from October to September rather than from 90 days after the grant is awarded?
- A: Okay. You want to know what your project period is going to be?
- Q: Project period, yes.
- A: Oh, okay. From the time that we make the award, which is probably going to be in September, until a year after that. These are 12-month awards.
- Q: Okay. But whatever time it starts up, it will be for one year?
- A: Absolutely. Right. And when you get your financial award, if you are successful, you will have your project period on there. We will make them very clear to you.
- Q: Okay. I was just trying to make sure that it did not have to conform to the fiscal year.
- A: To the federal fiscal year, it does. It actually does.
- Q: Okay.
- A: But to the federal fiscal year.
- Q: Okay. All right. Thank you.

Robin

McDonald: Okay. I'd like to give everybody information. We had the opportunity to record this teleconference and the recording will be available for 30 days at the—and you may, or if you want to hear it again, you can call in and listen to that and you can—and Tanya needs to help you there. If I'm wrong on this number, correct me please. The same number that you used to call in to participate in this call is the same number you can use to call in to hear the recording.

Tanyanic Brown: This is Tanyanic with the Dixon Group. The replay number will be toll free 888-266-2081. The replay will not be available for another 48 hours or until it is made available by OFA. And the Access Code will be 918308. Again, if you would like to listen to this recording, the number is toll free 888-266-2081 and the Access Code is 918308.

Robin

McDonald: Okay. Thank you, Tan. For those of you who are able or interested in reading a transcript of this call, that will be available within 48 hours and here is the website: www.peerpa.acf.hhf.gov. So, it's www.peerpa.acf.hhf.gov. You will be able to read the transcript and any questions that we did not answer today, we will have posted at the same time.

Now, I'd like to give Diana King an opportunity to cover one other point on reference to Grants.gov before we close.

Diana King: The hard copy application, we would actually encourage you to use the one off of Grants.gov but there's also a 424 Version 2 available on the ACF website. It doesn't have all the other peripheral forms, but it does have the 424 Version 2. However, it is not fillable form. We might be at some

point looking into making it fillable, but it will not be fillable at this point in time, meaning you'd have to put it into a typewriter, or you could find a version somewhere else of an old version of the 424 Version 1, and we will still accept that this year.

Robin

McDonald: Okay. We are done with our call for this evening. We'd like to thank you for calling in and for your participation, for your wonderful questions. We hope that this will guide you in completing your applications. We encourage you to continue to contact your program contact and your grant specialist contact for individual questions. Please remember we cannot tell you if your idea is a good one. We can only tell you how to submit it. Thank you and good bye.

Operator: Ladies and gentlemen. Thank you for participating in today's conference. This concludes the program. You may all disconnect. Everyone have a great day.